

Welcome to the MTSUIP Payroll Submission Service. In this document, you will learn how to file your quarterly payroll information as part of the MTSUIP program.

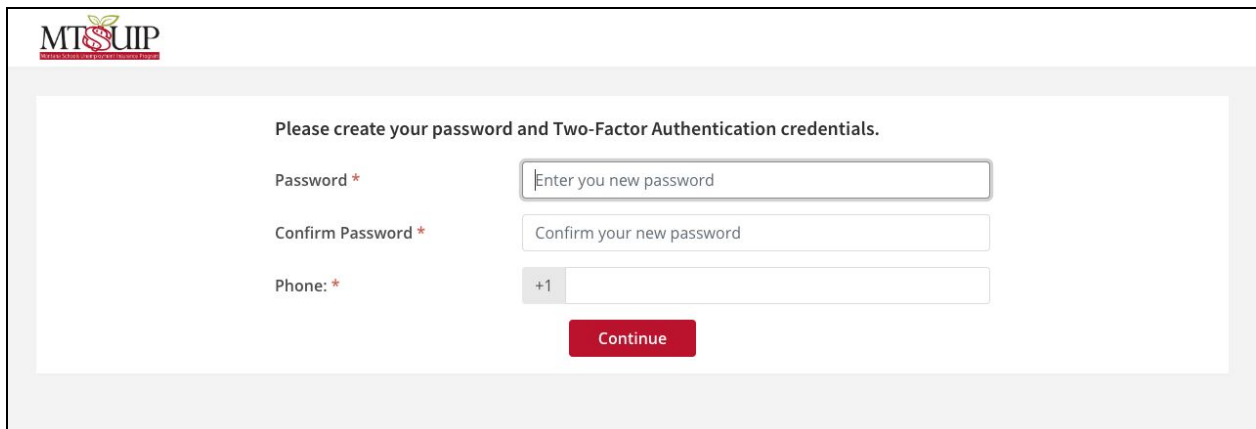
What you will need to access the system?

- An internet browser (Google Chrome, Mozilla Firefox, Microsoft Edge, Apple Safari)
- Your Email Address
- A Cell Phone (For Two Factor Authentication)

Part 1: Registering for the MTSUIP Payroll Submission System

You will receive an email address welcoming you to the MTSUIP Payroll Submission System. In this email, you will be prompted to click a link to activate your account on the system.

Once you click the link, you will be taken to a page where you will set your own password.

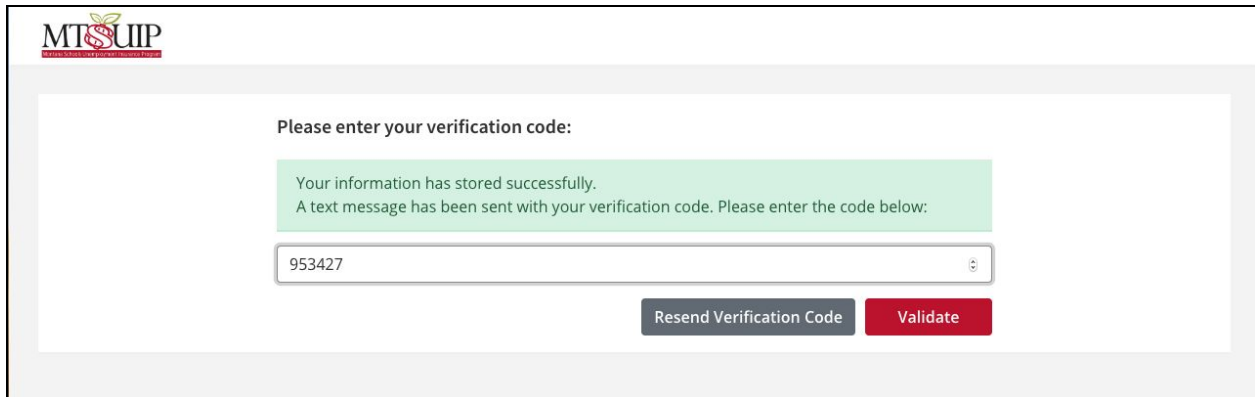


The screenshot shows the MTSUIP registration interface. At the top left is the MTSUIP logo. Below it, the text reads "Please create your password and Two-Factor Authentication credentials." There are three input fields: "Password *" with a placeholder "Enter your new password", "Confirm Password *" with a placeholder "Confirm your new password", and "Phone: *" with a "+1" prefix and a placeholder for the phone number. A red "Continue" button is located below the phone field.

All passwords must be strong and be at least 8 characters in length. You will also be asked to provide your cell phone number. This will be used to during the sign-in process in Two Factor Authentication.

Click Continue

You will then receive a code on your cell phone via text message. This will contain a unique 6 digit code that is valid for only 15 minutes



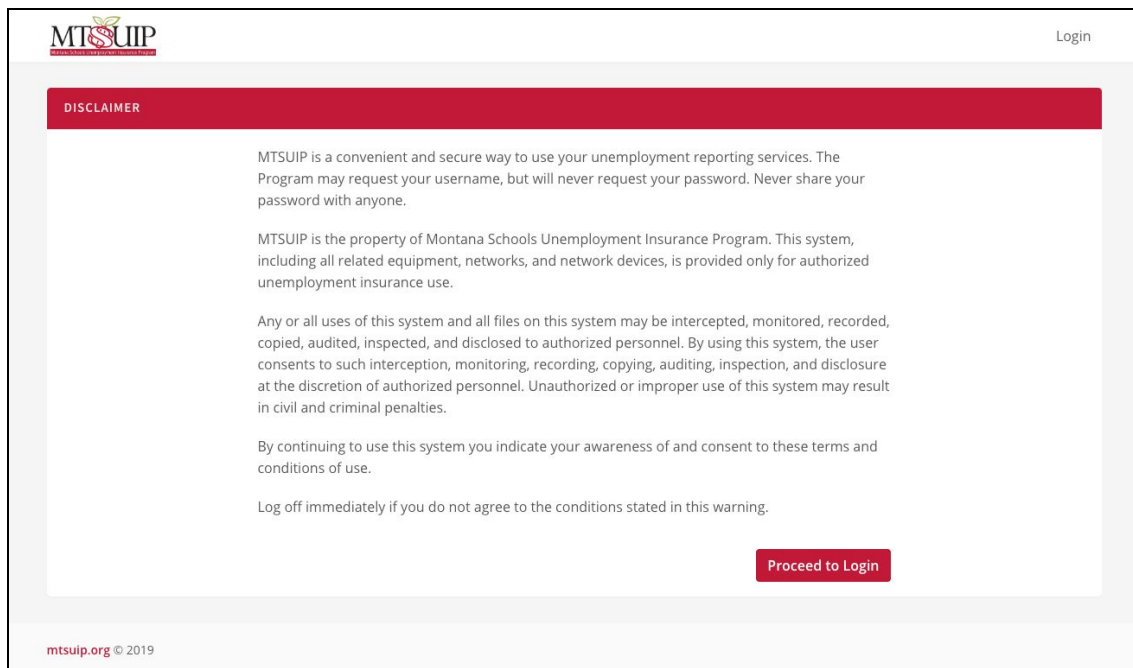
The screenshot shows a web interface for MTSUIP. At the top left is the MTSUIP logo. The main content area has a heading "Please enter your verification code:". Below this is a green success message box: "Your information has stored successfully. A text message has been sent with your verification code. Please enter the code below:". Underneath is a text input field containing the number "953427". At the bottom of the input area are two buttons: "Resend Verification Code" (grey) and "Validate" (red).

Please enter the code in the box.

Congratulations, your account with the MTSUIP Payroll Submission Service has now been activated.

Part 2: Signing In to the System to Submit your Quarterly Payroll

1. Open your internet browser
2. Navigate to app.mtsuip.org
3. You should see the following screen



The screenshot shows the MTSUIP login page. At the top left is the MTSUIP logo, and at the top right is a "Login" link. A red banner at the top contains the word "DISCLAIMER". The main content area contains the following text:
MTSUIP is a convenient and secure way to use your unemployment reporting services. The Program may request your username, but will never request your password. Never share your password with anyone.
MTSUIP is the property of Montana Schools Unemployment Insurance Program. This system, including all related equipment, networks, and network devices, is provided only for authorized unemployment insurance use.
Any or all uses of this system and all files on this system may be intercepted, monitored, recorded, copied, audited, inspected, and disclosed to authorized personnel. By using this system, the user consents to such interception, monitoring, recording, copying, auditing, inspection, and disclosure at the discretion of authorized personnel. Unauthorized or improper use of this system may result in civil and criminal penalties.
By continuing to use this system you indicate your awareness of and consent to these terms and conditions of use.
Log off immediately if you do not agree to the conditions stated in this warning.
At the bottom right of the disclaimer area is a red button labeled "Proceed to Login". At the bottom left of the page is the copyright notice "mtsuiip.org © 2019".

4. Once you have read the disclaimer, please click the "Proceed to Login" button.

5. You will then be prompted for your username and password.

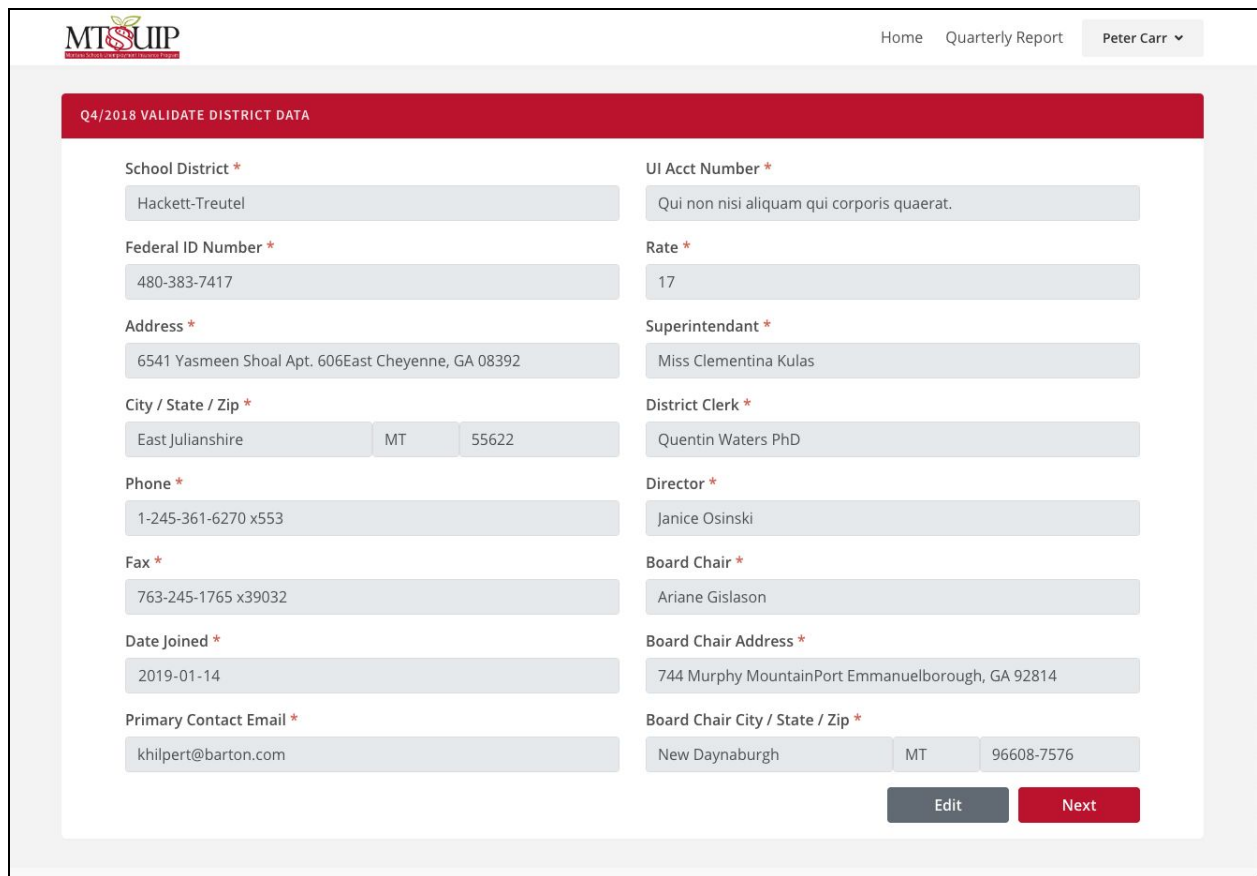
Username: <youremail@email.com>

Password: <Selected during reigration>

6. If you have not logged in recently, you will automatically receive a text message with a unique six-digit code. Please enter this into the box provided.

If your quarterly report is open and ready for submissions you will be automatically taken to the first step in the quarterly reporting process.

Step 1: Validate Your District



Q4/2018 VALIDATE DISTRICT DATA

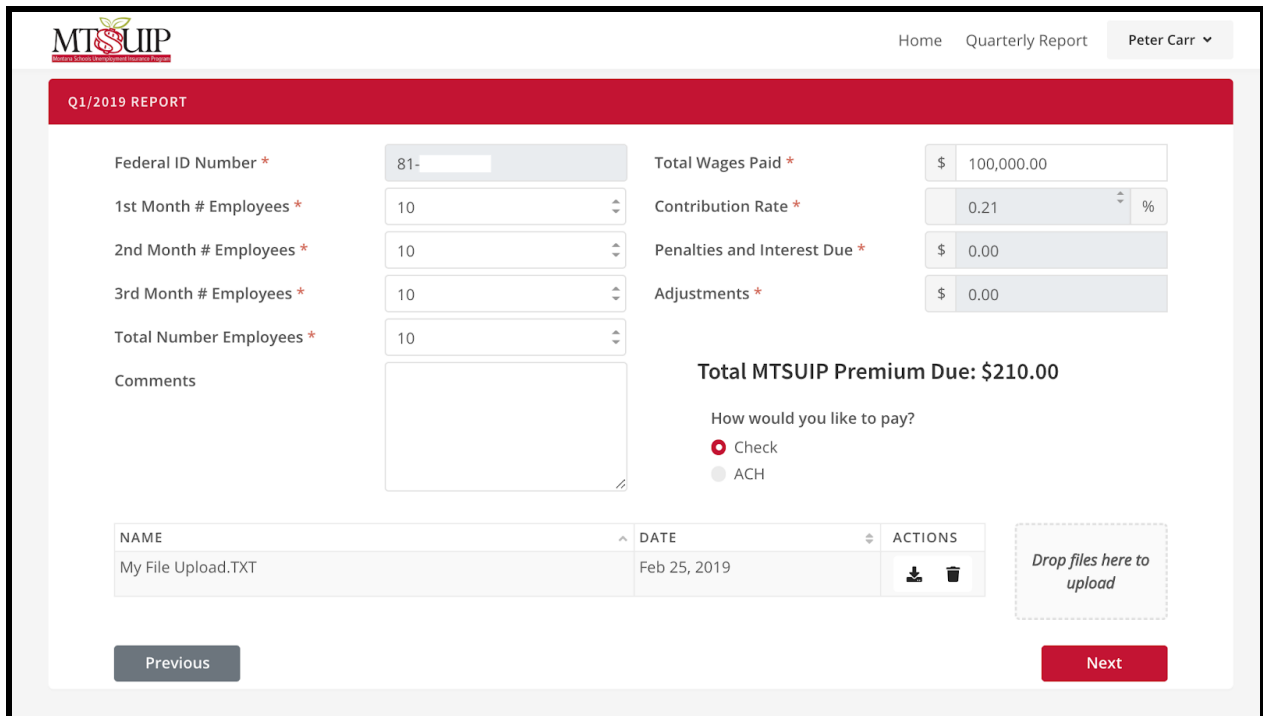
School District * Hackett-Treutel	UI Acct Number * Qui non nisi aliquam qui corporis quaerat.
Federal ID Number * 480-383-7417	Rate * 17
Address * 6541 Yasmeeen Shoal Apt. 606East Cheyenne, GA 08392	Superintendent * Miss Clementina Kulas
City / State / Zip * East Julianshire MT 55622	District Clerk * Quentin Waters PhD
Phone * 1-245-361-6270 x553	Director * Janice Osinski
Fax * 763-245-1765 x39032	Board Chair * Ariane Gislason
Date Joined * 2019-01-14	Board Chair Address * 744 Murphy MountainPort Emmanuelborough, GA 92814
Primary Contact Email * khilpert@barton.com	Board Chair City / State / Zip * New Daynaburgh MT 96608-7576

In Step 1 you will be asked to validate the information that we currently have in our system. If you see any information that needs to be changed, press the edit button at the bottom right-hand corner of the screen

Pressing the Edit button opens most of the fields on the page. By modifying any information on this screen, MTSUIP will automatically be notified of changes and will update your account information accordingly.

Once you are satisfied with the information, please press the **Next Button**

Step 2: Enter Your Quarterly Report Information



Q1/2019 REPORT

Federal ID Number * 81- [] Total Wages Paid * \$ 100,000.00

1st Month # Employees * 10 Contribution Rate * 0.21 %

2nd Month # Employees * 10 Penalties and Interest Due * \$ 0.00

3rd Month # Employees * 10 Adjustments * \$ 0.00

Total Number Employees * 10

Comments []

Total MTSUIP Premium Due: \$210.00

How would you like to pay?

Check

ACH

NAME	DATE	ACTIONS
My File Upload.TXT	Feb 25, 2019	[Upload] [Delete]

Drop files here to upload

Previous Next


In Step 2, you are asked for your quarterly report information. The Fields with an * are required.

At the bottom of the screen, there is a place where you can upload your quarterly wage data. You can simply drag and drop the file into the box, or click the Upload Box and a File Dialogue Window will appear.

You can upload as many files as you wish. The system will only accept Comma Delimited Files (.csv or .txt). All other files will not be accepted by the system.


When you have completed all of the required fields and are ready to proceed, please click the **NEXT** button.

Step 3: Verify Your Quarterly Submission


Home Quarterly Report Peter Carr ▾

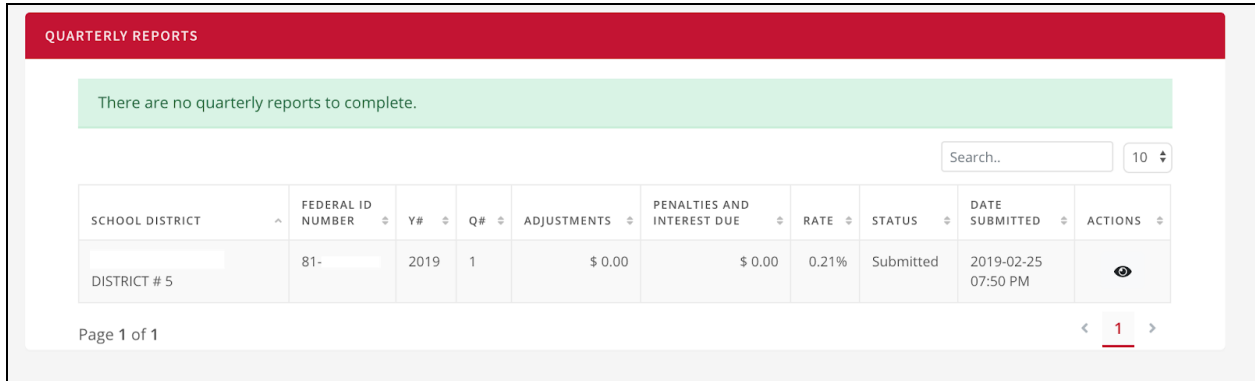
Q1/2019 REPORT REVIEW

School District: [REDACTED] DISTRICT # 5	Total Wages Paid: \$100,000.00
Federal ID Number: 81- [REDACTED]	Penalties and Interest Due: \$0.00
1st Month # Employees: 10	Adjustments: \$0.00
2nd Month # Employees: 10	Contribution Rate: 0.21%
3rd Month # Employees: 10	Total Premium Due: \$210.00
Total Number Employees: 10	Pay Via ACH: no
Comments:	Date Submitted: 25-02-2019 07:50 PM

NAME	DATE	ACTIONS
My File Upload.TXT	Feb 25, 2019	

In Step 3, you are asked to verify the information and certify that the information in this report and its attachments is true and correct. Once you have confirmed the certification, please press the **Submit** button to submit your report.

Part 3: Viewing a Previously Submitted Quarterly Report

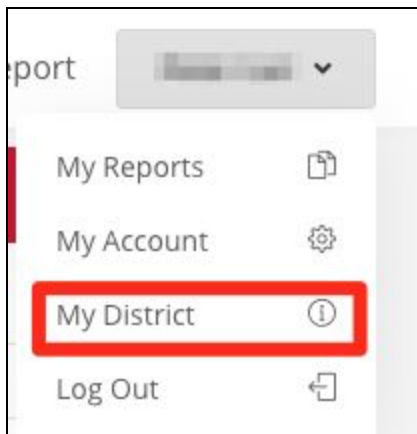


Once you have submitted your quarterly report, you will be able to see all previously submitted quarterly reports.

Please note that any reports submitted prior to March 1, 2019 will be made available by the fall of 2019.

To view your submitted report, press the eye button on the right side of the screen.

Part 4: Entering your Banking Information for ACH Payments



In the top right hand corner of the screen, click the drop down menu that is associated with your name.

1. Click My District

2. At the top of the my district you will see the following:

DISTRICT INFO REVIEW


Bank Name *	Name On Account *
<input type="text"/>	<input type="text"/>
Bank Routing Number *	Account Number *
<input type="text"/>	<input type="text"/>

[Submit Update](#)

3. Enter your Bank Name, Name on Account, Bank Routing Number and Account Number and press the submit update button.

This information will then be saved and used in the quarterly ACH payment processing.

Part 5: If you manage more than one district.



KALISPELL SCHOOL DISTRICT # 5

Home Quarterly Report Peter Carr

DISTRICT INFO REVIEW

If you have been assigned more than one district to manage you will see a drop down box at the top of the header. When you select a particular school district all of that information will be displayed. Please note that all windows currently open will be automatically changed to the selected district if a new district is selected.

Note: you can only work on one district at a time.

Support:

If you require any assistance while completing your quarterly return, please contact your MTSUIP representative.